

## Missing Pupils Policy

The welfare of all of our pupils at Rossall School is our paramount responsibility. Every adult who works at the school is aware that they have a responsibility for helping to keep all of the pupils safe at all times. Our staffing ratios are generous and are deliberately designed to ensure that every pupil is supervised the whole time that he or she is in our care.

All Rossall School pupils are registered in Houses and Middle School before school starts in the mornings. Roll call is taken again after lunch for all pupils. (Roll call for boarders is taken in the evening at 18.25 and 21.30 or 22:30 depending upon the day – there are separate notes on missing boarders outside of school hours in the Boarding Manual.) A list of absentees is held in Reception.

Attendance data is stored on the School database.

### Reporting an unexplained absence

Pupils absent from lessons and not on the absentee list should be reported directly to Houseparents / Head of Year (Middle School). Houseparents will check whether they have been omitted from the absentee list or whether they are a 'missing pupil'.

### Missing Pupils

A pupil who has been registered as present at school but who is absent from a lesson is deemed to be a missing pupil. Following the reporting of a missing pupil to their houseparent, the following procedures should be followed:

- The Houseparent should let the Deputy Head know as soon as possible that there is a missing pupil
- The Houseparent and/or the Deputy Head will then contact teachers and pupils who have taught or been with the missing pupil prior to their disappearance to determine at what point in the day the pupil was last seen
- If the pupil is not found, consider a fire drill to ensure that they are not on site
- If this initial investigation fails to reveal the whereabouts of the missing pupil the Deputy Head will contact the parents and the Police. At the same time all teaching and support staff will be alerted by email or telephone to look out for the missing pupil
- The School will then act in accordance with Police advice
- Once a missing pupil has been located this will be communicated to all teaching and support staff by email or telephone.

Our procedures are designed to ensure that a missing pupil is found and returned to effective supervision as soon as possible. If a pupil was found to be missing, we would carry out the following actions:

- Take a register in order to ensure that all the other pupils were present
- Inform the Deputy Head
- Ask all of the adults that teach the pupil and fellow pupils calmly when they last saw the pupil
- Occupy all of the other pupils in their classroom(s) by continuing with the lesson
- At the same time, arrange for a team of adults to search the immediate area

If the pupil is still missing, the following steps would be taken:

- Inform the Deputy Head and the Designated Senior Person
- The Deputy Head will contact the pupils parents to explain what has happened, and what steps have been set in motion. The pupils parents will be asked to come to the school at once
- The DSP/Deputy Head will notify the Police
- The Deputy Head will arrange for staff to search the rest of the school premises and grounds
- If the pupil's home is within walking distance, a member of staff would set out on foot to attempt to catch up with him/her
- The DSP will inform the Local Children Safeguarding Board
- The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care
- Inform the Chairman of Council
- Ofsted would be informed
- The Insurers would be informed
- [If the pupil is injured ] A report would be made under RIDDOR to the HSE

A full record of all activities taken up to the stage at which the pupil was found would be made for the incident report. If appropriate, procedures would be adjusted.

### **Actions to be followed by staff if a pupil goes missing on an outing**

- An immediate head count would be carried out in order to ensure that all the other pupils were present
- An adult would search the immediate vicinity
- The remaining pupils would be taken back to school
- Inform the Deputy Head and the DSP by mobile phone
- Ask the Deputy Head to contact the pupil's parents and explain what has happened, and what steps have been set in motion. Ask them to come to [the venue/ the school] at once
- [Contact the venue Manager and arrange a search]
- Contact the Police
- The DSP would inform the Local Children Safeguarding Board
- The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care
- Inform the Chairman of Council

- Ofsted would be informed
- The Insurers would be informed
- [If the pupil is injured] A report would be made under RIDDOR to the HSE

A full record of all activities taken up to the stage at which the pupil was found would be made for the incident report. If appropriate, procedures would be adjusted.

Actions to be followed by staff once the pupil is found

- Talk to, take care of and, if necessary, comfort the pupil
- Speak to the other pupils to ensure they understand why they should not leave the premises/separate from a group on an outing
- The Deputy Head will speak to the parents to discuss events and give an account of the incident
- The Deputy Head will carry out a full investigation (if appropriate involving Social Services/ Local Children Safeguarding Board)
- Media queries should be referred to the Headmaster
- The investigation should involve all concerned providing written statements
- The report should be detailed covering: time, place, numbers of staff and pupils, when the pupil was last seen, what appeared to have happened, [the purpose of the outing], the length of time that the pupil was missing and how s/he appeared to have gone missing, lessons for the future.

### **Procedures to be followed by staff when a pupil is not collected on time**

If a pupil is not collected within an hour of the agreed collection time, we will call the contact numbers for the parent. During this time, the pupil will be safely looked after.

If there is no response from the parents' contact numbers or the emergency numbers within a 3 hour period or when the premises are closing, the Deputy Head will contact the Social Care Duty Officer. Social Care will make emergency arrangements for the pupil and will arrange for a visit to be made to the pupil's house and will check with the Police. We will make a full written report of the incident.

**We undertake to look after the pupil safely throughout the time that he or she remains under our care.**

## **Related Policies**

- Statement on Child Protection
- Policy for Induction of New Staff, Governors and Volunteers in Pupil Protection
- Checking Employees, Temporary Workers, Members of Council, Proprietors, Volunteers Helpers and Contractors Policy

**Date of policy: September 2009**

**Review of policy: September 2011**